

GUIDELINES FOR PROPOSALS



ERIE COUNTY DEPARTMENT OF ENVIRONMENT & PLANNING STORM SEWER OUTFALL IDENTIFICATION AND GIS MAPPING SERVICES

BACKGROUND

The Erie County Department of Environment and Planning (ECDEP) is seeking proposals for Storm Sewer Outfall Identification and GIS Mapping services.

The New York State Department of Environmental Conservation, in accordance with Federal Clean Water Act legislation, has issued regulations regarding municipal stormwater management. These regulations, referred to as the Phase II Stormwater regulations, establish significant new requirements for municipalities that own and manage separate storm sewer systems. Each of the identified regulated municipalities must file a Notice of Intent under the New York State Pollutant Discharge Elimination System (SPDES) General Permit. One of the requirements associated with the General Permit is to develop an inventory and to map all storm sewer outfalls. A storm sewer outfall is defined as any point in a storm sewer system where stormwater enters a water body or enters another municipality's storm sewer system.

There are 31 Municipal Separate Storm Sewer Systems (MS4s) in Erie County and 10 MS4s in Niagara County that are subject to the regulations due to their location within a designated U.S. Census-defined Urbanized Area. These municipalities established the Western New York Stormwater Coalition and are working cooperatively to meet the Stormwater Phase II requirements. A map showing the urbanized areas in Erie and Niagara Counties is available through the following website:

<http://www.dec.state.ny.us/website/imsmaps/stormwater/viewer.htm> .

A list of the regulated municipalities along with an identified storm water contact person is attached (Attachment 1).

A rough estimate of the number of Erie County stormwater outfalls that enter a waterbody that will have to be inventoried and mapped was produced using a GIS generated map illustrating the intersection of all roadways and water bodies. This initial effort identified approximately 2,000 potential outfalls to water bodies in Erie County that will need to be field verified, inventoried and mapped as part of this effort. Please note this is only an estimate of the outfalls to water bodies. The actual total number of outfalls may be significantly higher. This estimate does not include any of the outfalls from one MS4s system to another or any outfalls to water bodies that occur in areas other than where roadways cross water bodies.

To address the fact that there is no account of the exact number of outfalls that will have to be mapped a rough estimate has been developed for the baseline proposal and each of the alternates described below. All cost proposals should be based upon the estimate provided along with incremental cost information to map the additional outfalls should the actual number exceed the estimate. The incremental cost should be based on each 50 additional outfalls that may have to be mapped if the actual number exceeds the estimates provided. For example: To complete

the required work plan for Part I, the baseline proposal, 1000 outfalls will cost \$XX and it will cost \$X more for every 50 outfalls in addition to the 1000.

The original scope of work for this proposal as well as an initial cost proposal was based on an estimate developed by the Department of Geography and Planning at Buffalo State College. In the initial proposal, Buffalo State included the use of student interns to assist with the mapping effort. A proposal will be directly solicited from Buffalo State College as well as other area Universities that have the ability to use these types of resources.

Funding is currently available for the first phase of the mapping effort (Part I) as described below. The resources for the remaining phases will become available by December 2004. The County is requesting that prospective bidders include separate alternate bid proposals to include the work for each of the additional parts along with a base bid for Part I.

The four phases that should be addressed in the proposal are described as follows:

Baseline Proposal

Part I: inventory and map all *Erie County* owned and/or operated outfalls in the 31 U.S. Census defined Urbanized Areas in Erie County; (estimated number of outfalls: 1000).

Alternate Proposal A (Part II work in addition to Baseline Proposal)

Part II: inventory and map all *municipally* owned and/or operated outfalls in the 31 U.S. Census defined Urbanized Areas in Erie County, (estimated number of outfalls: 1000).

Alternate Proposal B (Part III work in addition to Baseline Proposal and Part II)

Part III: inventory and map all *Niagara County* owned and/or operated outfalls in the 10 U.S. Census defined Urbanized Areas in Niagara County, (estimated number of outfalls: 500).

Alternate Proposal C (Part IV work in addition to Baseline Proposal, Part II and Part III)

Part IV: inventory and map all *municipally* owned and/or operated outfalls in the 10 U.S. Census defined Urbanized Areas in Niagara County, (estimated number of outfalls: 500).

WORK PROGRAM

The following is a general framework of inventory and mapping services to be provided by the consultant:

- Identify all of the stormwater outfall discharge points within U.S. Census-defined Urbanized Areas subject to Federal Stormwater Phase II regulations. An account of the total number of outfalls that will have to be mapped for each individual MS4 should be established before initiating the remainder of the mapping effort.
- Develop a Standard Operating Procedure for storm sewer outfall identification and GIS mapping to include services listed below. A second list of contacts from both Erie and Niagara County Highway departments, as well as several of the municipal highway departments has been attached (Attachment 2) to provide an additional resource to the consultants for proposal development. These contacts have agreed to assist the consultants in determining the nature and availability of existing plans, maps and other data related to their specific storm water systems.
- Conduct a review of existing maps and storm sewer plans for each regulated County and municipality to determine the approximate location of the regulated outfalls from one MS4 system to another MS4 system as well as any outfalls to water bodies. A complete list of the contacts for each of the municipalities will be provided to the Contractor.

- Conduct field surveys to obtain Global Positioning System (GPS) coordinates, a physical description of both the outfall as well as the location of the outfall and digital images for each outfall discharge point. For outfalls from one MS4's system to another's which occur within a manhole, the contractor will use GPS to locate the manhole at which the outfalls occur. Under no circumstances will the Contractor need to open or enter a manhole to verify outfall locations. If verification is necessary, it is the responsibility of the municipalities involved to conduct any additional investigation.
- Interface GPS with Geographic Information System (GIS) mapping; all GIS work should be delivered in ESRI Shapefiles in the New York State Plane Coordinate System, NAD83, West Zone, Feet.
- Link digital photographs to the GPS locations of outfalls.
- Develop attributes and an appropriate database to manage the data collected with guidance from the ECDEP.

The County will purchase one Trimble GeoXT handheld device with submeter GPS and Arcpad Software, which will be available for the Contractor to use for the duration of the contract work. Therefore, the Contractor should consider the use of two or more field investigation crews to conduct the field surveys, one equipped with the GPS tools provided by the County and at least one fully equipped by the Contractor.

PROPOSAL FORMAT

Proposals shall be structured in the following manner:

- Cover letter
- Statement of understanding of the project
- Proposed methodology and project schedule
- Qualifications
 - Overall qualifications
 - Description of project team, including resumes
 - An organizational chart indicating staff and their responsibilities
 - Relevant project experience
- References
- Cost to complete:
 - **Base Proposal** - Part I
 - **Alternate Proposal A** - Include Part II work in addition to the **Baseline proposal** (Part I)
 - **Alternate Proposal B** - Include Part III work in addition to the **Alternate Proposal A** (Part I & II)
 - **Alternate Proposal C** - Include Part IV work in addition to the **Alternate Proposal B** (Part I, II & III)

EVALUATION

A consultant selection committee will evaluate all proposals to select a firm. The proposals will be comparatively evaluated based upon the requirements stated in the body of this RFP. Interviews will be conducted only if deemed necessary.

The selected firm will be invited by the ECDEP to enter into a Storm Sewer Outfall Identification and GIS Mapping Services Agreement.

The agreement(s) will be specific to the **Part** of the project undertaken and will include the services listed above. It should be noted that the consultant will be selected based on experience, qualifications and cost.

The Storm Sewer Outfall Identification and GIS Mapping Services Agreement for each **Part** will be valid for a period of one year. The County reserves the option to renew them periodically thereafter.

SUBMISSION

Proposal Due:	August 16, 2004
Contract Term:	Six (6) months to complete the Baseline Proposal , along with a maximum of one additional year to complete each of the additional Parts II, III, & IV
Location:	Erie County
Contact:	Thomas R. Hersey, Jr. Erie County Department of Environment and Planning 95 Franklin Street Buffalo, NY 14202 (716) 858-7674 (716) 858-7713 FAX
Submit to:	Same As Above

Submit five (5) bound copies of your proposal to Thomas R. Hersey, Jr. Room 1077, Erie County Department of Environment and Planning, 95 Franklin Street, Buffalo, New York, 14202, on or before 2:00 p.m. on August 16, 2004.

The Proposal shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional dividers may be used; they will not be counted toward the maximum number of pages allowed. A one-page cover letter may also be included which will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFP. These requirements will be strictly enforced.

MISCELLANEOUS

The ECDEP reserves the right to reject any or all of the proposals. This invitation does not commit the ECDEP to accept any proposals and does not obligate ECDEP for any costs associated with the preparation of the same.

The ECDEP reserves the right to review, comment, and request modifications to the proposed project team.

The selected consultant will be required to comply with any insurance requirements stipulated by Erie County.

If you have questions regarding this RFP, please call Thomas R. Hersey, Jr. at (716) 858-7674, Monday through Friday, between 9:00 a.m. and 3:00 p.m.

Reference your submittals as: **Proposal for Storm Sewer Outfall Identification and GIS Mapping Services for the County of Erie.**

ATTACHMENT 1



WNY Stormwater Coalition

Erie County MS4 Representation

Alden (V)	Keith Sitzman, Village of Alden
Alden (T)	Michael Metzger, Metzger Civil Engineering
Amherst (T)	Jennifer Coughlin, Town of Amherst
Angola (V)	Jeff Kaminsky, Village of Angola
Aurora (T)	Patrick Blizniak, Town of Aurora Mike Marino, R & D Engineering
Blasdell (V)	Janet Plarr Village of Blasdell Connie Miner Grant Consultant Michael Wymer, R & D Engineering
Boston (T)	Connie Miner, Grant Consultant Scott Kinsman, Foit Albert
Buffalo (C)	Leslie Sedita, Buffalo Sewer Authority John Goeddert, URS Corp.
Cheektowaga (T)	Bill Pugh, Town of Cheektowaga
Clarence (T)	Tim Lavocat, Town of Clarence
Depew (V)	John Wojcik, Village of Depew
East Aurora (V)	John Kelly, Village of E. Aurora
Eden (T)	Scott Henry, Town of Eden
Elma (T)	Connie Miner, Grant Consultant
Evans (T)	Tim Walck, Wendel Duchscherer Ed Michalski, Town of Evans
Grand Island (T)	John Whitney, Town of Grand Island

Hamburg (V)	Jerry Knoll, Village of Hamburg
Hamburg (T)	Gerard Kapsiak, Town of Hamburg
Kenmore (V)	Charles Sottile, Village of Kenmore
Lackawanna (C)	Matt Salah, Erie County Division of Sewerage Management Gerry Devlin, Erie County Division of Sewerage Management
Lancaster (V)	Bill Natalzia, Village of Lancaster
Lancaster (T)	Bob Labenski, Town of Lancaster
Newstead (T)	Tim Walck, Wendel Duchscherer Jim Ebersole, Town of Newstead
Orchard Park (T)	Richard Mrugalski, Town of Orchard Park
Sloan (V)	Ken Pokorski, Village of Sloan
Tonawanda (T)	Mike Kaiser, Town of Tonawanda
Tonawanda (C)	Joel Merrill, City of Tonawanda
West Seneca (T)	Gary Bommer, Town of West Seneca
Williamsville (V)	Mike Marino, R & D Engineering Donald Dehn, Village of Williamsville

Niagara County MS4 Representation

Cambria (T):	Dan Seider, Wendel Duchscherer, Wright Ellis, Town of Cambria
Lewiston (V):	Michael Marino, R & D Engineering, Inc. David Jacobs, Village of Lewiston
Lewiston (T):	Steven Reiter, Town of Lewiston Dave Britton, O'Brien & Gere
Niagara (T):	Michael Moyer, Town of Niagara Michael Marino, R & D Engineering, Inc.
Niagara Falls (C):	Richard Roll, Director of Wastewater Facilities
Niagara Co. DPW:	Richard Eakin, Deputy Commissioner
North Tonawanda (C):	Paul Drof, City of North Tonawanda, WWTP Dale Rogers, City of North Tonawanda, WWTP
Pendleton (T):	Dave Britton, O'Brien & Gere Doug Rankie Town of Pendleton
Porter (T):	Michael Marino, R & D Engineering, Inc. Scott Hillman, Town of Porter
Wheatfield (T):	Tim Walck, Wendel Duchscherer Dan Seider, Wendel Duchscherer Jim Cornelius, Town of Wheatfield
Youngstown (T):	John Goeddertz, URS

ATTACHMENT 2

List of Highway Department and Other Municipal Contacts who have volunteered to assist with proposal Development:

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Karl Dimmig, Erie County Division of Highways, (716) 858-8371
Richard Eakin, Niagara County Highway Department, (716) 439-7251
Harry Milligan, (T) Alden, Highway Department, (716) 937 - 7336
Bruce Sitzman, (V) Alden, Highway Department, (716) 937 - 7392
Jennifer Coughlin, (T) Amherst, Engineering Department (716) 631-7154
Ronald Maggs, (T) Eden, Highway Department, (716) 992 - 3823
John Whitney, (T) Grand Island, Engineering Department, (716) 773 – 9600 ext. 629
Timothy G. Walck, Wendel Duchsherer, Town Engineer for (T) Wheatfield, (T) Cambria,
& (T) Evans (716) 688 – 0766
Michael Kaiser, (T) Tonawanda, Technical Support Department, (716) 877-8805